Serial Number Configuration

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Serial Number Configuration

The Serial Number capability introduced in Release 2.7 facilitates to accept serial number information of stock items during the inward, outward, billing, sales order and returns. It can be applied to a new store or an existing store.

New Store

To apply serial number configuration:

Enable Item Tag

Configure this parameter to enable **Item Tag & Additional Attributes**

1. Go to **Setup** > **General** > **System Parameters**
2. Click **Item Tag** under **Categories**

The **Parameters** window for the selected category is displayed.

- Click **Click to Configure** under **Value** against the parameter, **Enable Item Tag & Additional Attributes**

    The **Serial Number Parameters** window is displayed.
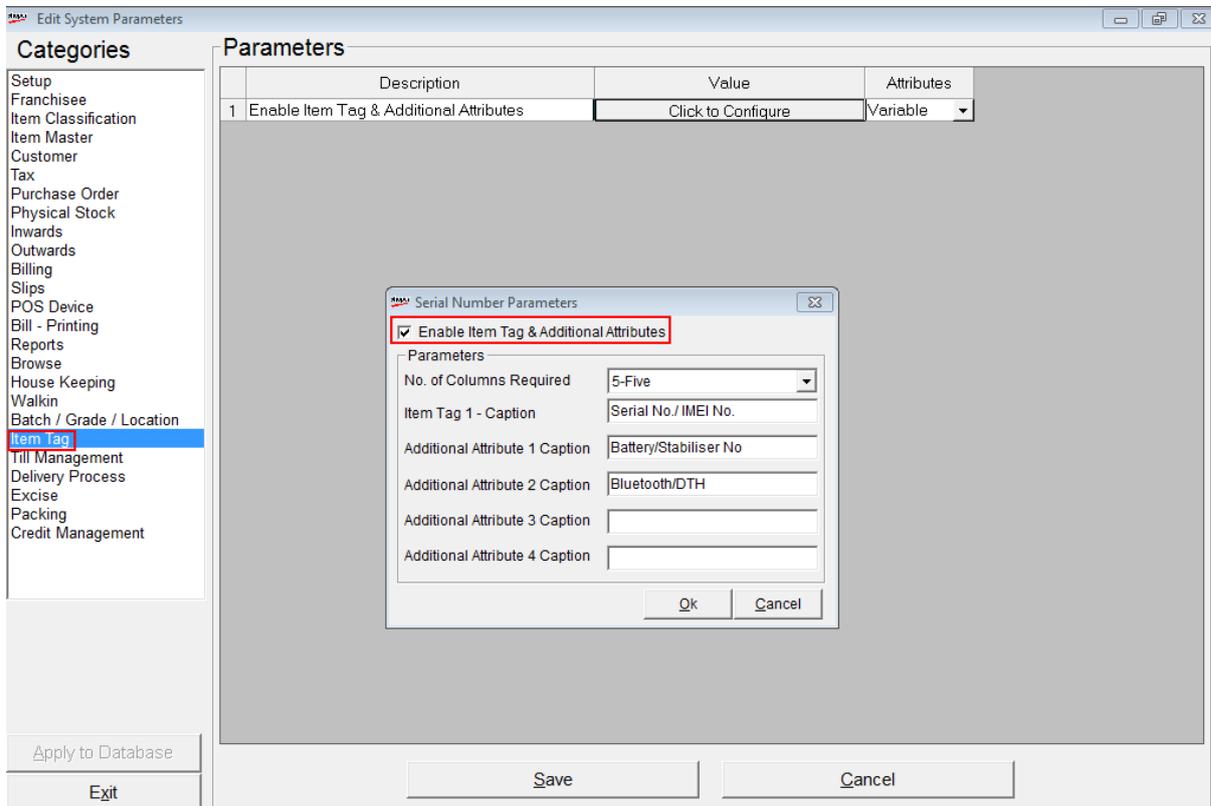
- Select **Enable Item Tag & Additional Attributes**
- Select the required column value against **No**. **of Columns Required**

    Note: *A maximum of 5 columns can be configured.*

The default caption for **Item Tag 1**- **Caption** is **Serial No/IMEI No**.

Define the required caption(s) for other columns based on the business requirements

For example, if you are implementing for a mobile phone store, the captions for other columns may be:

- Additional Attribute 1 Caption- **Mobile Battery Number**
- Additional Attribute 2 Caption- **SIM Type**
- Additional Attribute 3 Caption – **Free Bluetooth Device**
- Additional Attribute 4 Caption – **1 Year Free Warranty**

Serial No. Configuration:

This option is used to configure the facility to accept serial number and other additional attributes information to:

- All or specific to stock items
- All or specific transaction types
- Select default values, which are set in General Look-up, for the columns

To catalogue **Serial No. Configuration**

- Go to **Catalogue > Serial No. Configuration**

- Click **F2** under **Product** and **Brand** to select the required classifications

- Check the box under **Applicable**. If this option is not selected, then serial no. and other

  additional attributes are applicable to the selected product and brand combination.

- Select **All/Specific** under configured columns

*Note: Refer to the **Item Tag** category under **System Parameters** where the columns are defined.*

If you select **All**, then serial number and other attributes will applicable in all transactions and made mandatory. In this case system will not allow blanks or duplicate numbers as serial numbers.

If you select **Specific**, then select the required type of transactions to enable serial number and other attributes and make them either mandatory by selecting **Mandatory** check box or optional by not selecting check box for each transaction type.

If **Mandatory** check box is not selected for a transaction type, system will display the item tag pop up but will allow blanks.

The browse option to select serial number can be used in transaction types which are **Mandatory**.

All transactions type selection window is displayed. In this case, selection of serial no. is mandatory in all transactions.

Transaction	Mandatory
☑ Discrepancy Updati...	☑
☑ Misc. Issue	☑
☑ Misc. Reciept	☑
☑ Opening Stock Load...	☑
☑ Purchase	☑
☑ Purchase Return	☑
☑ Sales	☑
☑ Sales Return	☑
☑ Transfer In	☑
☑ Transfer out	☑

OK

Specific transactions type selection window is displayed. In this case, selection of serial no. is mandatory in selected transactions.

Transaction	Mandatory
☐ Discrepancy Updati...	☐
☐ Misc. Issue	☐
☐ Misc. Reciept	☐
☐ Opening Stock Load...	☐
☑ Purchase	☑
☐ Purchase Return	☐
☑ Sales	☑
☐ Sales Return	☐
☐ Transfer In	☐
☐ Transfer out	☐

OK

Specific transactions type selection window is displayed. In this case, selection of serial no. is optional in selected transactions.

Transaction	Mandatory
☐ Discrepancy Updati...	☐
☐ Misc. Issue	☐
☐ Misc. Reciept	☐
☐ Opening Stock Load...	☐
☑ Purchase	☐
☐ Purchase Return	☐
☑ Sales	☐
☐ Sales Return	☐
☐ Transfer In	☐
☐ Transfer out	☐

OK

The **Serial Number Configuration** window is displayed with the configurations.
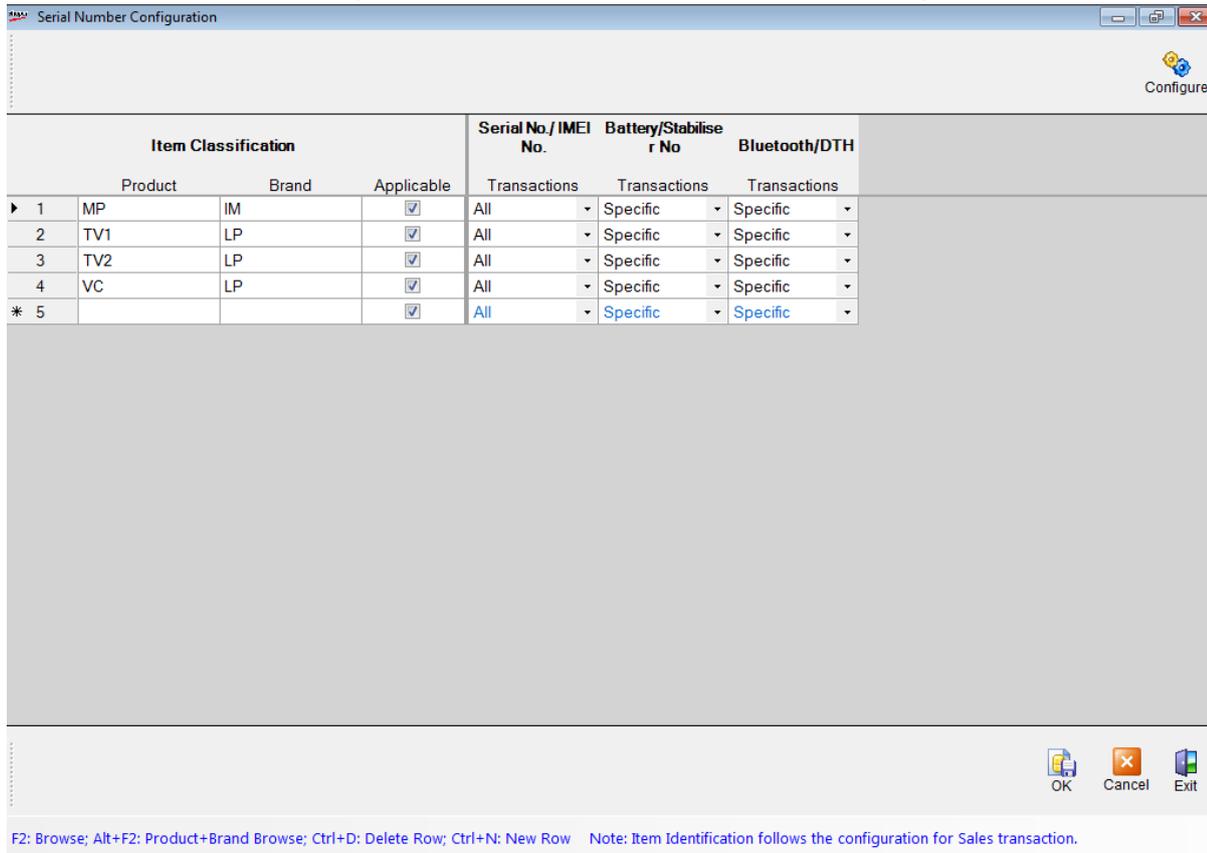
- Click **OK** to save the configurations
- Click **Exit** to close the window

Column Default Value Definition

To define the common default values for the columns click **Configure**.

The **Default Values** configuration window is displayed.
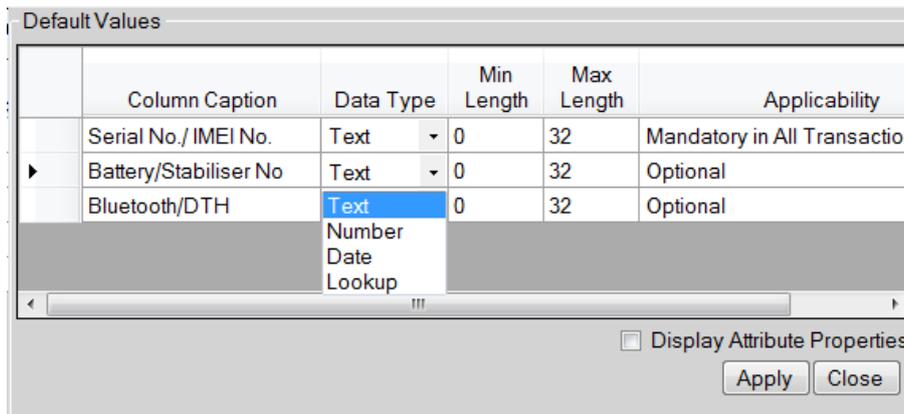
- Select Text/Number/Date/Lookup under **Data Type**

*Note: Lookup option will allow you to select values configured in General Lookup in transactions. For example: **CDMA** and **GSM** can be configured as values for **SIM Type** attribute. This will allow user to*

select either CDMA or GSM as SIM Type in transactions without having to enter the value manually. Similarly, 6 months, 1 year and 2 years can be configured as values for Warranty.

- Type/enter the values under Min Length and Max Length (Max of **32** characters for **Text** and **Number**)
- Select **Mandatory in All Transactions**/**Optional** under **Applicability**
- Select **Display Attribute Properties** if you want to display the above configurations for each column
- Click **Apply** to accept the configurations
- Click **Close** to close the window

Item Tag Attachment Utility

This option is used to attach serial number and other enabled item tag attributes to the stock items, either fully or partially, when serial number is configured as optional.

To attach serial number and other enabled item tag attributes to the stock items.

- Go to **Housekeeping > Item Tag Utility**
- Select **Doc. Wise** / **Item wise**

If you select **Doc**. **wise**:

Select the transaction type against **Trans**. **Type** (Sales, Sales return, etc.)

- The **Prefix** is displayed
- In **No.** field enter the numerical value

If you select **Item wise**:

- Click **F2** against **Stock No**. to select the required stock item
- Click **View**
- The required details are displayed in the **Details** grid

The **Item Tag Attachment Utility** window is displayed with the details.
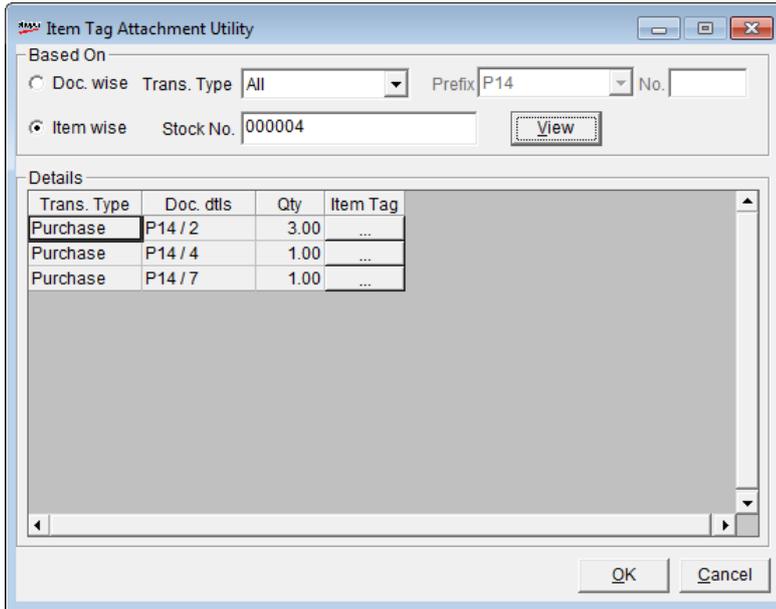
- Click the **ellipses** (…) under **Item Tag** to display the **Item Tag Information** window

The **Item Tag Information** window is displayed to enter the required details.
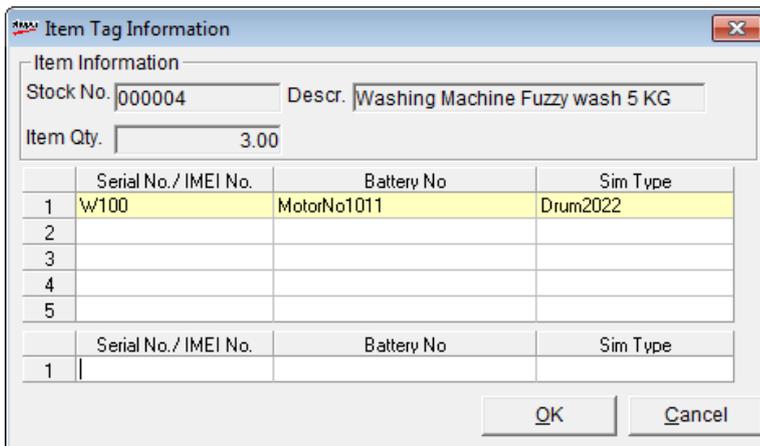
- Enter the required details under **Serial No**./**IMEI** and other configured columns
- Click **OK** to accept the details

Goods Inwards

The Goods Inwards form allows recording and updating of goods receipts into the store. The goods receipts can be accounted in many ways.

- The details of inwards document and the physical quantity of the items received can be directly keyed in using this form
- Goods can be received against the purchase order by providing PO reference so that the document quantity and item details will be directly picked from the PO available in the system
- The other ways of goods inwards are through a PT and PDT files

In Release 2.7, the inward of stock items can be done with the item tag information of stock items

- Go to **Stock** > **Goods Inwards**

- Click **Add**

- Select the appropriate value against **Transaction Type**(Purchase, Transfers In, Misc Receipts)

- Select the supplier details by clicking **F2** against **Supplier Id**

- Select the reason for the supply by clicking **F2** against **Reason Code**

- Type/enter the delivery challan details against **Ref**./**DC No**

- Select/enter the date of delivery against **DC Date**

- Type/enter remarks against **Doc**. **Remarks**

- The appropriate values are displayed against **Doc Prefix** and **Doc No**. respectively

- Click **F2** under **Stock No**. to select the stock item

- Type the quantity under **Doc**. **Qty** and **Act Qty**

The **Item Tag Information** pop-up window is displayed.

- The **Item Tag Information** window is displayed; enter item tag information under **Serial No**. /**IMEI No**. and other configured columns.

The **Item Tag Information** window with the serial no and other item tag information appears as shown.
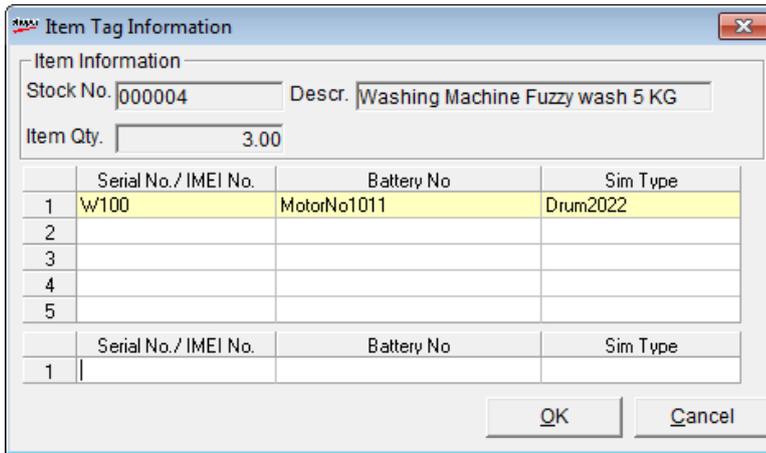
- Press **Enter** to display the serial no and other item tag information

The Item Tag Information window for the selected stock item is displayed.

- Click **Close** to close the window
- Click **OK** to accept the item tag information
- Complete the goods inwards transaction by displaying the details in the main grid
- Click **Ok** to save the transaction

Goods Outwards

Goods Outwards refers to transactions such as purchase return, inter-showroom transfers, and miscellaneous issues. You can use this option to record details of outward transactions.

In Release 2.7, outward stock items are processed with item tag information.

- Go to **Stock** > **Goods Outwards**
- Click **Add**
- Select the appropriate value against **Transaction Type**(Purchase Returns, Transfers Out, Miscellaneous Issues)
- The appropriate values are displayed against **Doc Prefix** and **Doc No**. respectively
- Select the party details by clicking **F2** against **Party**
- Select the reasons for the outwards by clicking **F2** against **Reason Code**
- The details of **Purchase Doc**. **Prefix** and **Purchase Doc**. **No**. are displayed
- Select the salesman's name against **Saleman code**
- Type the remarks against **Doc**. **Remarks**

- Click **F2** under **Stock No**. to select the stock item
- Type the quantity under **Doc**. **Qty** and **Act Qty**
- In the Item Tag Information window, click **F2** to select the item tag information under **Serial No**. /**IMEI No**. and other configured columns

*Note: The option to browse (F2) and select item tag information is applicable in transactions for which item tag information such as Serial Number and other attributes are set as **Mandatory**.*

The **Goods Outwards** window with the item tag information details is displayed.

- Click **OK** to accept the item tag information
- Complete the goods outwards transaction by displaying the details in the main grid
- Click **Ok** to save the transaction

Remote Item Search

Remote Item Search enables you to know the quantity and other stock details of items located in a different location and also within the store. The important aspect is to know if the stock item's quantity in the remote location.

The Release 2.7 provides the details of stock items available locally as well as at the service location.
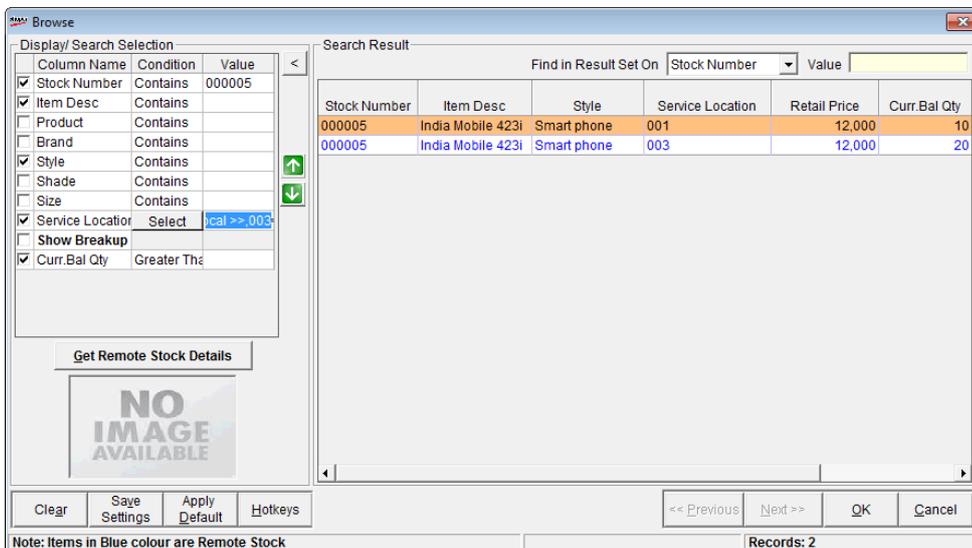
- Go to **Sales > Remote Item Search**
- Enter the stock item no. / style details in **Display/Search Selection**
- Click **Select** to display the **Browse** window
- Select the service location- **Code** and **Description**
- Click **OK**

The **Browse** window for remote item search is displayed.
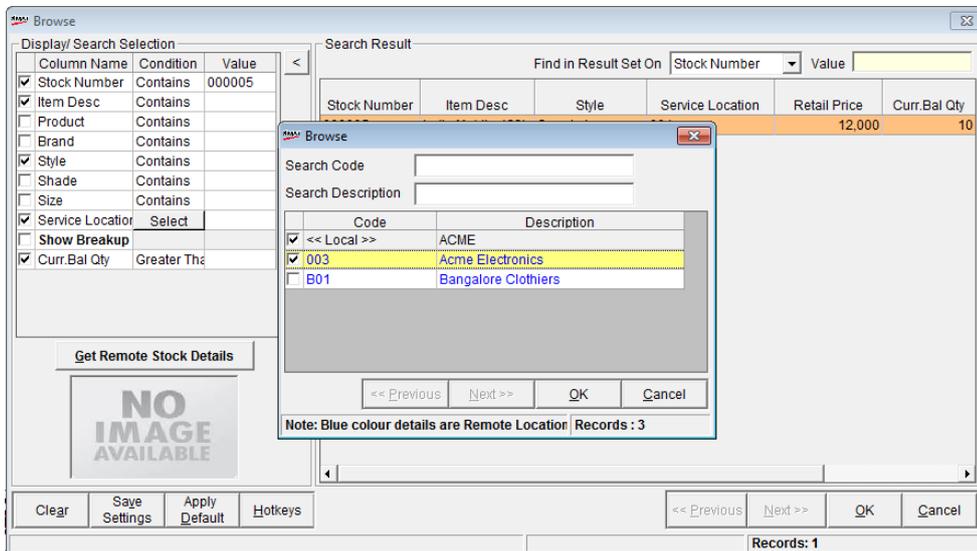
- Click **Get Remote Stock Details**

The details of the stock in the remote location are displayed in blue colour.

Sales- Billing

The Billing option in the main menu leads to a window that allows all operations related to billing. These include generation of a new bill, cancellation of a bill, recording sales returns, reprinting a bill or sales return document, and change bill prefix for cash and credit transactions.

In Release 2.7, the following are the enhancements:

- Bill items with item tag information
- Select location for item delivery(if delivery from a service location is enabled in System Parameter)
- Use Pay modes such as On Account, Payment on Delivery, Finance Schemes, Exchange Item Value in billing

- Go to **Sales > Billing**
- Click **New**

The value for **Bill Type** and the bill number are displayed by default.

- Click **F2** to select the customer's name against **Customer**
- Select the value (drop down menu) for salesman against **Sales Staff**
- Tab and click **F2** under **Stock No**. to select the stock no for billing

The **Item Tag Information** window is displayed.

- Press **F2** under the columns (**Serial No**./**IMEI No**.) to select the item tag information for the stock item to be sold

The **Billing** window is displayed with the item tag information.

- Accept the item tag information and the **SalesStaff** to display the details in the main grid
- Click **F8**: **Accept Payment** to settle the bill
- Select Payment on Delivery under More of Payment

The **Paycode** and other details are displayed under **Payment Details**.

- Click **Ok**

A message, "**Delivery Instructions are not entered….Do you want to Continue the Billing?**"

- Click **No** to enter the delivery instructions

Fill the delivery instruction details for stock items on door delivery/on account

The **Delivery Instructions** window is displayed with the details of delivery instructions.

- Click **OK** to complete the billing transaction for printing

*Note: You can enter delivery instructions by clicking the **Delivery Instructions** button in the **Billing** window.*

Item Identification

This menu is helpful in identifying the stock item that is set for door delivery. If the billing and delivery is done by the same store, then the identification of the item has to be done by the store during delivery process after the bill is made. If the billing is done by the store and the delivery is made by a service location, then the identification has to be done by the service location.

The Release 2.7 provides an option to identify the items for delivery to the customer at the required address

- Go to **Sales** > **Item Identification**
- Click **New**

Select the required invoice from the **Search Result** in the **Browse** window

The invoice details are displayed in the stock item entry grid.

- Press **Enter** in the **Qty** field

The item tag information of the stock item billed in the invoice is displayed in the **Item Tag Information** window.
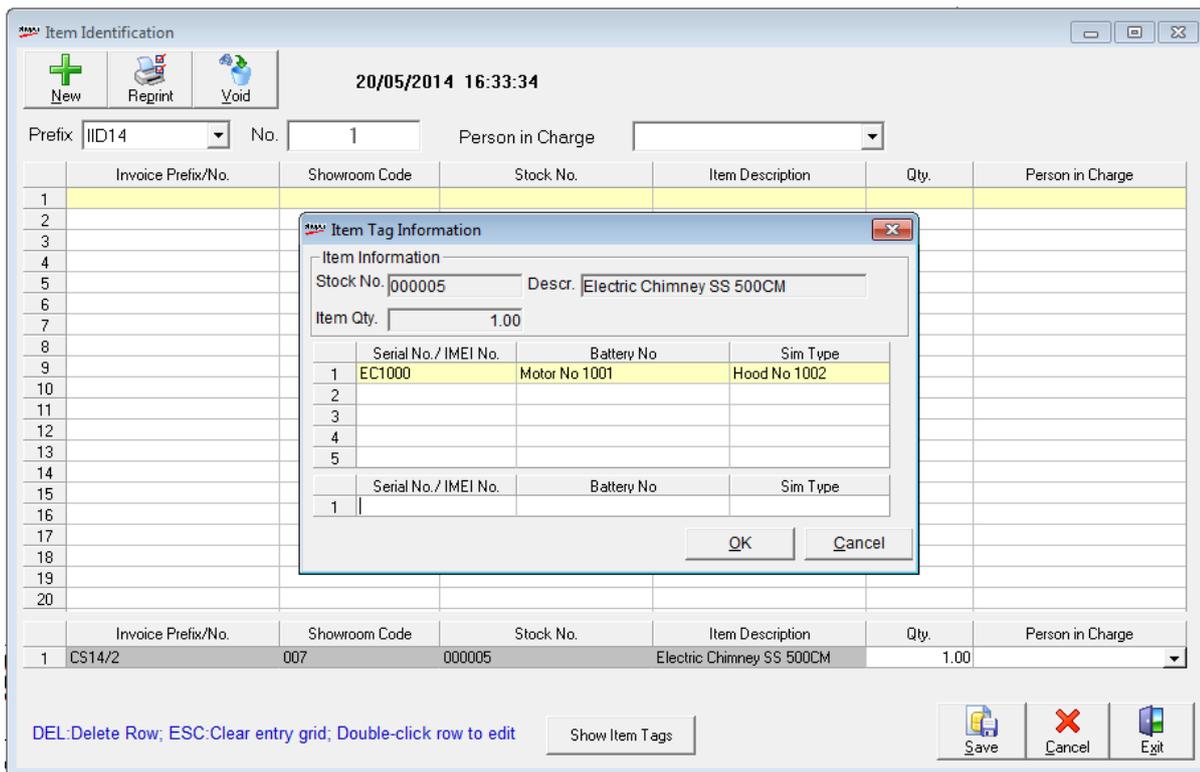
- Click **OK** to accept the item tag information
- Select the value under **Person in Charge**
- Click **Save** the print the item identification details
- Click **Exit** to close the window

Existing Store

To apply serial number configuration to an existing store,

- Catalogue the serial number configuration

  *Note: Please refer the steps outlined under **Serial No. Configuration** for a new store*

- If the migration does not take place due to any reason, use the **Item Tag Migration Utility** under **Housekeeping** menu to migrate serial number.
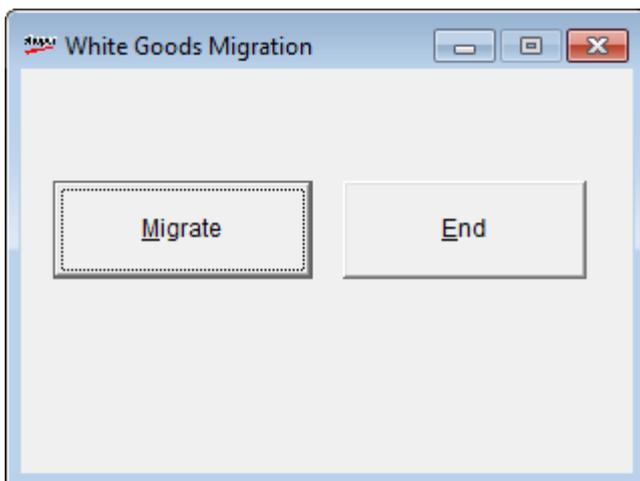
  *Note: If the **Item Tag Migration Utility** is not used to migrate then the migration process will happen during Day Begin process.*

Item Tag Migration Utility

To migrate existing stock without the serial number to serial number configuration:
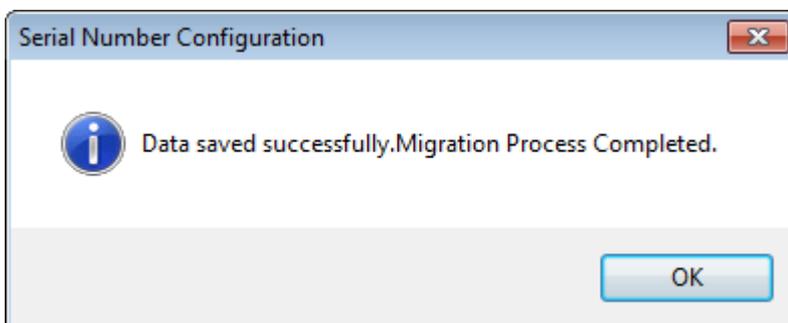
- Go to Housekeeping > Item Tag Migration Utility

The **White Goods Migration** window is displayed.

- Click **Migrate**

Note: Ensure all other transaction windows are closed before migrating.

The **Serial Number Configuration** window is displayed after the migration process.

- Click **OK** to accept migration and to close the window